



GETTING MARRIED GUIDE

The Long Beach City Clerk is well versed in the art of marriage. Whether holding a private ceremony or including friends and family, the City Clerk can make sure your marriage is legal, smooth and memorable. Here's everything you need to know about holding your ceremony at the Office of the City Clerk...



1

OBTAIN A MARRIAGE LICENSE

Before scheduling your marriage ceremony at Long Beach City Hall, you need to obtain a valid marriage license from the **Los Angeles County Registrar-Recorder/County Clerk, 12400 Imperial Hwy, Norwalk, CA 90650. (800) 815-2666 or (562)462-2137 - lavote.net**

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SCHEDULE YOUR CEREMONY

Once you've obtained the marriage license, you're ready to schedule your ceremony. Follow these simple steps and you're on your way:

- ▶ **SCHEDULE THE CEREMONY.** It will cost you \$25 cash to hold your ceremony with the City Clerk. The City Clerk is willing and able to provide witnesses for an \$18 cash fee. To schedule a ceremony, call (562) 570-6101 or email CityClerk@longbeach.gov. Specify if you prefer the City Clerk to wear a formal robe during the ceremony.
- ▶ **PICK A TIME.** Ceremonies can be scheduled Monday – Friday from 9 a.m. – 4 p.m. upon City Clerk availability.

- **CHOOSE A LOCATION.** There are many options in and around the Office of the City Clerk to hold your ceremony. Those include:
- The Office of the City Clerk (if there are less than 6 people)
 - Anywhere on City Hall Plaza (Outdoors or in the Lobby)

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DAY BEFORE THE CEREMONY

The Office of the City Clerk calls to confirm all details and answer any last minute questions.

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THINGS TO BRING WITH YOU

- ☐ **MARRIAGE LICENSE** and customer copy in envelope (must be valid for 6 months from initial issuance).
- ☐ **VALID FORMS OF I.D.** options include Driver License, Government Issued I.D. Card or U.S. Passport.
- ☐ **CASH PAYMENT** of \$25 (and an additional \$18 if the City Clerk is providing a witness).
- ☐ **OPTIONAL RINGS** to exchange or personalized vows.



DAY OF YOUR CEREMONY

Check in at the Office of the City Clerk to verify payment, marriage license and review any last minute details or requests. The City Clerk will take all guests to their chosen location and hold the ceremony. Immediately following the ceremony:

- ▶ Witnesses and City Clerk fill out marriage license.
- ▶ Time for pictures (photographers certainly welcome!)
- ▶ The City Clerk provides the marriage license customer copy to the newly wedded couple. It is the responsibility of the City Clerk to mail the marriage license to the Los Angeles County Registrar-Recorder/County Clerk.
- ▶ The marriage license becomes a marriage certificate. A certified copy can be obtained from the Los Angeles County Registrar-Recorder/County Clerk per your request.



QUESTIONS ?

OFFICE OF THE CITY CLERK • CITY HALL • LOBBY LEVEL
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